

## **Chapel by the Lake Presbyterian Coordinator of Children's Discipleship**

**Position:** Coordinator of Children's Discipleship

**Hours:** 20 flexible hours per week

**Salary:** \$18 – 22 per hour, DOE

### Overview and Description

Chapel by the Lake is a member congregation of ECO: A Covenant Order of Evangelical Presbyterians. Its congregation consists of 450 members with 70 plus children, 5<sup>th</sup> grade and younger. The mission of Chapel by the Lake is to Know Jesus and Make Him Known.

As part of the ministerial team, the Coordinator of Children's Discipleship is a part time position (20 flexible hours per week) and is responsible for the provision of our church's children's ministry pre-school (3 years of age) through 5<sup>th</sup> grade. This person will report to the Senior Pastor and work closely with staff, elders, and volunteers engaged in ministry within this age group. Due to the cyclical nature of this position, its scheduling will be very flexible to meet the needs of the ministry not to exceed 1040 hours a year.

### Required Qualities

- A commitment to Jesus Christ as Lord and Savior and to his church here at CBTL.
- Embrace and fully support the mission of Chapel by the Lake, which is "to know Jesus and make Him known," and the doctrines of our denomination, "A Covenant Order of Evangelical Presbyterians".
- Ability to work cooperatively with Children's Ministry Elder, to create, coordinate and implement children's programs, and support the Children Ministry Team.
- Work cooperatively with other church ministries that provide children's programming.
- Must pass a background check

### Primary Responsibilities

- Coordination of:
  - Children's Sunday School from pre-school (3 year of age) through 5<sup>th</sup> grade, concurrent with the 9 month school year.
  - The Godly Play program (children's worship)
  - Roosters Wednesday Night Program, concurrent with the nine month school year.
  - Vacation Bible School
  - Other programs that may be developed for this age group
  - Occasional Special Events

### Duties

- For each program area above:
  - Enlist, train, and nurture teachers, leaders, storytellers and doorkeepers/helpers
  - In coordination with the Children Ministry team, select curriculum
  - Maintain supplies
- Participate in weekly staff meetings
- Ensure all volunteers engaged in the Children's Ministry are appropriately trained and vetted

### Education/Experience

- Four-year degree preferred/ideally in education or Christian education ...
- And/or experience either as a volunteer or professional working with children

To Apply

Submit the following material either hard copy to the church office, or electronically to ([admin@chapelbythelake.org](mailto:admin@chapelbythelake.org));

- ✓ a statement describing your interest in the position and your qualifications;
- ✓ a resume, including the names and contact information of your employers from the previous 5 years, and 3 additional references with contact information.

Questions and inquires may be made to Mr. Tom Brice, Chair of Personnel, at the email address listed above.

The position remains open until filled.